

REGULAR MEETING – September 11, 2014

Chairman Peter Olson called the September Regular Meeting of the Housing Authority to order at 1:04 pm. Meeting was held at the Congregate Facility at 80 Franklin St.
Attendance upon roll call:

PRESENT: Chairman Peter Olson, Commissioners Karen Roy-Guglielmi and Raymond Powers, Executive Director Jeffrey Arn, Finance Manager Bobbi Kruglik and House Manager Judy Hyde.

ABSENT: Vice-Chairman Mike O'Neil and Commissioner Nancy Osborn.

PUBLIC COMMENT: Several Congregate tenants spoke of concerns:

1. Adele Allen – Safety issues – Parking lot needs repair and residents would like an automatic door opener for the front entrance doors.
2. Barbara Milanese – Reported that the furniture in the Community Room is old and would like it replaced. She stated that Pitkat does not get any attention. She asked for a bathroom light bulb to be changed (it was). She wanted the globe removed to wash it – Maintenance man told her he had better things to do with his time. She reported that the housekeeping does not move things while cleaning.
3. Joan Polansky – Reported her bathroom fan and globe needs cleaning. That the inside of her toilet tank is black and the toilet keeps running. She said parking lot is not safe and she fell – someone came by and picked her up.
4. Alice Campbell – reported that she had a complaint about her lunch – she showed her piece of bread and piece of cantaloupe to show they were not big enough.
5. Dorothy Sylvester – Reported that she felt no longer had comradery with the residents, that Happy Birthday was not being sung for the residents Birthdays and that the monthly Birthday cake had stopped being served.
6. Theresa Gotti – Reported that the sandwich (lunch) she had delivered to her apartment – was made with one slice of bread that was the heel. She does not like the heel and had to take the piece of bread off her sandwich and use one of her own.
7. Frances Gochee – Reported that the staff at Pitkat was wonderful and everyone that had complained would not live anywhere else.
8. Frances Almquist – Had an issue with her sink backing up in the unit below. Also complimented on the Staff.

MINUTES: On a motion made by Commissioner Karen Roy-Guglielmi, the minutes of the combine July/August Regular meeting were approved as read. Commissioner Ray Powers seconded with the vote being 2 ayes. Motion carries.

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BILLS: After review and discussion of the invoices paid, Commissioner Karen Roy-Guglielmi made a motion to approve the payments. Commissioner Ray Powers seconded the motion with the vote being 2 ayes. The checks approved were: Revolving #62561-62723; Federal #22043-22126; Franklin Park East #1138-1145; Windermere Court #1147-1161; State #14545-14557; Voucher #46496-46561; Congregate #10402-10469 and Local #2544-2555. Motion carries. The Housing Authority's credit card invoice was reviewed and approved.

Cash Report: The Cash Balances were reviewed with the Board of Commissioners.

Occupancy Report: The Occupancy report was reviewed with the Board of Commissioners by Mr. Arn.

EXECUTIVE DIRECTOR'S REPORT:

Congregate: *Prepared by Judy Hyde Congregate Manager*, The Health and Wellness Programs continue including: Weekly Exercise/Balance Program by the VNA; Monthly BP Clinic by the VNA; Monthly Foot Care Clinic by PEDI-CARE. Regularly Scheduled Activities: Shopping bus twice a week, board and card games, bingo, movies, entertainment, monthly newsletter and monthly activity calendar, along with our weekly calendar. This month's entertainment included: Piano sing a longs with Duncan; Music with John Grundstrom; One Accord. This month's new entertainer was Karaoke with Carol Neil. This month's speaker was Carrie from Hear Again, discussing all the new technology and issues people have with hearing. We had several days of spontaneous games, mornings and evenings this month, Wii bowling was the big hit. We did have residents try tennis and will continue to show the residents the different games they can play. On Friday, August 1, 2014 we had a Staff Sponsored Pitkat Challenge. Tony, our newest Front Desk Attendant, set up the Activity Room for a fun filled afternoon of Let's Make A Deal, Jeopardy and Family Feud. This was attended by many of the residents. It was great event the residents who did not want to participate in the games got to watch. Theresa our cook supplied the refreshments and Mary our RSC assisted. On July 30th the residents made Dog Biscuits. They then presented them to the Tail of Joy visitors on August 7th. Computer Training with Tony is going great. Trivia Tuesday's is still going strong.

Congregate Office news – We are proud to announce that we have added three new employees to our work force; Jason in the kitchen, Cortney and Tony as attendants. This month a speaker was scheduled for our staff. Karla Vince, Community Relations Liaison, from the VNA. She spoke to the staff about "Understanding Professional Boundaries". This was very interesting and educational for all who attended. This gave our staff the proper etiquette on how to interact and communicate properly with our residents.

Local Section 8: We currently have a count of 285 vouchers which the same as June. We did get up to 288 in July. There are currently seven people from our old waiting with vouchers. We anticipate four leasing up for October 1. We reopened the waiting list in

July and received 16,103 pre applications in the three day period it was open. We randomly selected 500 pre applications of which 483 were acceptable. Letters were sent to the successful applicants informing them that they will now be on our waiting list. We anticipate that this waiting list will last for three years.

State of CT DOH: We currently have a Voucher and RAP Certificate count of 993 which is up 4 from the June. We did get up to 995 in July. The new Program Supervisor Betsy Soto continues to make administrative changes to improve productivity of the department. We are currently searching for a part time clerical assistant for this program to help improve workflow.

Maintenance: The temporary summer worker finished his term and returned to school in August. We received the resignation of one of our maintenance workers in August and we are now recruiting for this position.

Energy Performance Contract: The Board of Commissioners accepted the proposal from CTI Energy Services, LLC and authorized the commencement of the Energy Audit phase. CTI began the onsite audit on December 30. CTI and their representatives completed the energy audit in April. We submitted an application for a low interest loan through the Connecticut Housing Financing Association (CHFA) to fund this work. We have submitted our proposed Energy Performance Contract to HUD for approval pending the loan approval from CHFA. We have been actively working with CHFA to provide the information they are requesting to underwrite the loan and to lower the interest rate. We have been able to get them to lower the rate to 2.51% from the original 3.5% by paying a 2.25% transaction fee of \$37,706. This will allow us to realize a savings of \$297,521 over the life of the loan.

Accessible Unit and Community Room Upgrades at FPE and Windermere Court: The low bidder T&T Electrical Contractors was awarded the contract by the Board of Commissioners in the amount of \$382,500. The work in the three Franklin Park East Apartments and two at Windermere is completed and all the units are now occupied. The Community Room and generator are completed including punch list. Final payment was made in July this project is complete.

Site Improvements at Franklin Park East and West: This project was publically advertised and bids were received and opened on August 28th. Four bids were received ranging from \$266,034 to \$667,000. The engineers estimate for the project was \$241,773.

Agency Wide: Resident Services Coordinator, Donna Webber, coordinated the Annual VHA Picnic. This year we held one large event at Franklin Park and provided transportation from all sites. A tent, tables and chairs were rented to provide a safe setting for the festivities. The Silver Wolf provided entertainment with his unique solo karaoke act. We served hot dogs, hamburgers, chicken & broccoli, potato salad, baked beans, fruit salad and cupcakes. Over 130 tenants and staff attended and had a wonderful time thanks to Donna's hard work.

Non Profit: We are currently putting together the bid documents to construct the duplex at 72 Village Street. We initially wanted to avoid the bidding process and solicit three proposals but State guidelines do not allow us to do so.

OLD BUSINESS:

Energy Performance Contract Revised: Mr. Arn present to the Revised Energy Performance Contract which includes the negotiated interest rate. Commissioner Karen Roy-Guglielmi made a motion to approve the revised Energy Performance Contract. Commissioner Ray Powers seconded with the vote being 2 ayes. Motion carries.

NEW BUSINESS:

Franklin Park Site Improvement Project: Bids were received for the Franklin Park Site Improvement Project. The low bidder was B&W Paving and Landscaping, LLC of \$266,034. The Modernization Consultant reviewed the bid and concluded that it completed. After some discussion, Commissioner Ray Powers made a motion to accept the bid from B&W Paving and Landscaping and enter into contract to reconstruct the parking lot and other improvements at the Franklin Park West and East Complexes. Commissioner Ray Powers seconded with the vote being 2 ayes. Motion carries.

Integrated Pest management: Mr. Arn received 3 bids for Integrated Pest Management Treatment for Bedbugs. All Season Pest Management's proposal best fit the Housing Authority's approach in treating the problem. After some discussion, Commissioner Ray Powers made a motion to approve entering into an Integrated Pest Management Program Contract with All Seasons Pest Management, LLC. Commissioner Karen Roy-Guglielmi seconded with the vote being 2 ayes. Motion carries.

Tuition Reimbursement Request: Mr. Arn received a Tuition Reimbursement Request from Betsy Soto. Her Education Development Plan was approved and on track to graduate in the Spring of 2015. Commissioner Karen Roy-Guglielmi made a motion to approve the reimbursement. Commissioner Ray Powers seconded with the vote being 2 ayes. Motion carries.

Server Replacement and Relocation Proposal: Mr. Arn received 3 proposals to replace the computer system server which over six years old. At the same time, our Information Technology consultants will relocation the server to a secured and climate controlled location. The low bid was for the HP Server for \$32,493.56 which includes Server, infrastructure hardware, software and relocation. After some discussion, Commissioner Ray Powers made a motion to approve the purchase of the HP Server and related expenses to relocate to the conference room in the Executive Director's Office. Commissioner Karen Roy-Guglielmi seconded with the vote being 2 ayes. Motion carries.

INFORMATIONAL:

NERC/NAHRO Commissioner Training: NERC/NAHRO is providing Commissioner Training at Manchester Housing Authority in November.

EXECUTIVE SESSION: None.

The next meeting will be the October Regular Meeting which will be held on October 9, 2014 at 21 Court St at 1:00 pm.

The September Regular meeting was adjourned at 2:00 pm on a motion by Commissioner Ray Powers; seconded by Commissioner Karen Roy-Guglielmi with all voting in favor. Motion carries.

Executive Director

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